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DD/A Registry

79-3306

MEMORANDUM FOR: Deputy Director for Administration

FROM: Donald E. Smith  
Director of Training

SUBJECT: Your Talk to the OTR Conference

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1. Attached is the schedule for the OTR conference to be held  on 17, 18, and 19 October. Please note that your scheduled appearance is now set for 0900 on Friday, 19 October 1979.

2. Everyone in OTR has been invited to the conference. Due to scheduling problems, some will be there all three days, while others will be attending only a day or two. This will allow the maximum number of people to attend. Attending are OTR careerists, individuals from other career services (primarily DDO), and from other career sub-groups of our Directorate, as well as contract and a few part-time employees.

3. Attached are some suggestions as to topics you might include on your talk.



Donald E. Smith

Attachment

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Upon Removal of Attachment

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24 September 1979

Agenda for OTR Conference

Wednesday, 17 October 1979

1100-1200 Registration

1200-1300 Lunch

X1 1315-1330 ☐ Welcome

1330-1345 Conference Welcome

1345-1545 (w/break) What's Ahead in the 80's--  
a view of the Office of Training  
in the 80's through the eyes of  
the respective unit chiefs

1600-1700 Political Analysis in the 80's

1700-1930 Social Hour/Dinner

1930- "Intel in the 80's--A View from  
the NSC"

Thursday, 18 October 1979

0830-0930 Ops Training--the Live Problem

0930-1030 Goals for the 80's

1030-1200 Brainstorming Sessions--  
conferees will divide into  
groups to discuss important  
OTR issues; reports Friday a.m.

1200-1300 Lunch

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1300-1600	OTR Fair--exhibits & demonstrations of OTR courses and activities; you will be able to participate in more than one activity. Each program will be offered three times and last no more than 45 minutes.	OTR Units	25X
1600-1700	People for the 80's--The CT Experience		
1700-1900	Social Hour/Dinner		
1900-2000	New Developments in Personnel	Harry E. Fitzwater Director of Personnel	
2000-	Talent Night--see your peers in action as you have never seen them before; everyone is invited to join in.		

Friday, 19 October 1979

0830-0900	Reports from Brainstorming Sessions		25X
0900-1000	DDA	Don I. Wortman	
1000-1030	Break		25X
1030-1130	Report on IG Survey--the DDTR will report on and lead a discussion of the survey of OTR		
1130-1200	Awards and Closing Remarks	Donald E. Smith	
1200-1300	Lunch		
1300-1500	Softball Game		

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1. Language Training

- An extensive effort went into the development and successful implementation of the new Language Incentive Program. The DDCI first expressed interest in really doing something about the loss of language skills this summer. By 1 October, a program to increase the language achievement awards, the new language use awards, and the language maintenance awards was developed and promulgated.
- Greatly increased testing and administration work is required to make the program successful. There were approximately 1,300 language tests administered in FY 1978 and this activity alone has jumped to slightly over 2,000 in FY 1979. This new program has also taken up huge chunks of time in the development by the Language School of taped tests which can be sent overseas to test our people and then scored back at Headquarters.
- An extra burden has been placed on instructors to conduct language training in the Headquarters Building.
- The extra effort put forth by instructors to implement the program while continuing to carry out their other assignments is appreciated. ~~This~~ *The* challenge has been met by the Language School.

2. Information Science

- Three new courses have been started and the Information Science Center classrooms are now well-equipped learning facilities. The Center obtained its own mini-computer and is making considerable savings.
- The number of students taking Information Science courses in FY 1979 rose by 25 percent over FY 1978. Of those 60 percent were from the Intelligence Community and the balance from CIA.

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### 3. Career Training Program

- The success in meeting the DDO's requirement will more than double the size of CT classes now and into the foreseeable future. (I understand there was a small party that consumed a few bottles of "something" when the first class goal was reached. *I hope they recover in time to meet the requirements in the next class.) shared that feeling*)
- This goal placed a real burden on the small CT Staff which could only be slightly augmented by volunteers who helped out with some of the interviewing.

*HELPS ME*

(You might wish to say that the success of this endeavor makes you proud when you discuss the CT Program with John McMahon or at the DCI's meetings.)

### 4. Intelligence Training

- A major effort is being made to meet the demand for training of NFAC analysts. DD/NFAC has stated he wants all NFAC analysts and branch chiefs to attend the Seminar on Intelligence Analysis.
- Two other programs have been added to the Intelligence School curriculum--one for Ambassadors and the other for Deputy Chiefs of Mission.
- the* ~~I also note the high level~~ *and cooperation* interest in the effort now underway to include management training in both the Midcareer and Senior Seminar courses.

### 5. Management Training

- The Management School *done a good job of* ~~has recognized its programs~~ for new supervisors, middle managers, and executives, ~~with a view to a balance of~~ training in interpersonal skills, administrative procedures, and management systems *in its programs,*
- I know that you have been working with   a consultant from  on this revamping and that the Director is personally interested in the results.

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--All the Management School courses ~~for the rank and file as well as supervisors~~ are designed to give people ideas as to how they might increase productivity and improve their on-the-job performance.

--Also, training for the new performance appraisal system will require much effort from the Special Task Force over the next three months.

#### 6. Operations Training

--A major effort is being exerted by the Operation Training Division not only to provide operations training for the larger numbers of Career Trainees, but to expand the range of training courses offered to Department of Defense personnel as well.

*many plaudits including*  
--The Military Attache Training Course has received ~~some of the best press we have ever received from~~ high officials in the Pentagon.

--The operations training program given in tutorial sessions is also at a peak.

#### 7. Training Support

--In any run-down of accomplishments, the supporting organizations tend to get overlooked. Training support of all kinds is critical to OTR--training aids, record keeping, enrollment, audio-visual aids, and regular administrative functions.

--The example par excellence, however, of unsung work  The support to operations training classes, to visiting courses, and to conferences is always so smooth and so skillful we tend to take it for granted.

8. ~~As you know~~ As you know, all of the above has been accomplished while ~~we have~~ <sup>you have</sup> had to absorb a reduction in the resources allocated to our efforts to provide the best training possible for the Agency and its personnel. I know that OTR is being challenged by a number of new requirements and that you will approach these with a "can do" spirit.

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9. You might wish to give your views on the Directorate, its problems as you see them and any changes you might see. You might also wish to comment on the Agency from the vantage point of one who has worked in other federal agencies.

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